Colchester Public Schools
Application for Approval of Field Trip

Overview : This Form must be completed by all staff to request approval of a Field Trip

Directions

1. Complete the form with all applicable documentation and submit to your Department Head (BA only) and your Administrator.
The Form must be submitted at least **2 weeks prior** to the Field Trip for In-State Trips and **10 weeks prior** to the Field Trip for Out-of-State Trips.
2. If approved by your Administrator, the form must be sent to the Assistant Superintendent for approval.
3. If approved by the Assistant Superintendent, the form will be sent to the Superintendent for approval.
4. If the Trip is Out-of-State, it will be brought to the Board of Education at their next scheduled Meeting for approval and final decision.

Instructional Focus

Is this Trip directly related to curriculum? Yes No	Curriculum Unit : Gr 6-8 Math

Field Trip Information

Applicant Name : Andrew Bakoledis	Method of Transportation : Self-Transport
School : William J. Johnston	Bus Service Number :
Grade(s) & Group(s) : Gr. 6 -8	Number of Students : 5
Date(s) of Trip : Sun Feb 16, 2025	Number of Day(s) of Trip : 1
Event : Eastern Regional MathCounts Competition	
Destination : UConn	Phone Number :
Destination Address : McHugh Hall, Hillside Rd	State : CT
Time of Departure from School :	Clothing / Equipment Required :
Time of Arrival to School :	

Student Cost Information

*Cost to Student $ $0	Suggested Student Pocket Money $ $20 for lunch

Supervision Information

1. Name : Anthony Rizzie (UConn event coordinator)	Cell Phone : anthony.rizzie@uconn.edu
2. Name : Stacy Ewings, AP WJJ	Cell Phone :

List all Adult Chaperones: Ratio of adult chaperones to students must be at least : 1:5 for Grades K-2, 1:8 for Grades 3-5, 1:10 for Grades 6-8 and 1:15 for Grades 9-12 (1 day trips) or 1:10 (overnight trips)

Stacy Ewings

Administrator Signatures

Applicant	Date 2/7/25		
Department Chair (BA Only)	Date	Approved	Denied
Principal/Administrator	Date 2/7/25	Approved ✓	Denied
Assistant Superintendent	Date	Approved	Denied
Superintendent	Date	Approved	Denied

Board of Education (if applicable)

Board of Education Meeting Date	Approved	Denied

Field Trip Instructional Plan

Field Trip Location : UConn, McHugh Hall

Reference Check : Visited Site On : *OR* Spoke with:

Name of Staff Completing Form : Andrew Bakoledis

Grade / Group Attending : Gr. 6-8

Instructional Focus of Field Trip

Specific Curriculum Standards Addressed by Field Trip:

Assessment of Student Learning:

Trip Agenda/Activities

List/Attach entire break out of times for each day. Include travel time and all activities

Date/Time	Location	Activity
2/16 9am	McHugh Hall	Math Competition

Bus Information

Bus Reservation Date —	Price of Bus(es) $ —